



## Tarleton State University

### Supervisor Guidance for Business Continuity during COVID-19

The following guidance is intended to help supervisors as employees return to campus. You are welcome to email University Compliance and Strategic Initiatives ([wkstyron@tarleton.edu](mailto:wkstyron@tarleton.edu)) and Employee Services ([elopez@tarleton.edu](mailto:elopez@tarleton.edu)) with specific questions/concerns.

#### **While at Work:**

Rigorously practice hand hygiene, cough/sneeze etiquette, cleanliness, and sanitation. Practice social distancing, in accordance with CDC guidelines. If additional facility cleaning is needed, please contact Campus Operations at [BRIGHT@tarleton.edu](mailto:BRIGHT@tarleton.edu).

If an employee begins to show symptoms while at work, they must notify their manager and leave work immediately. Advise the employee to limit contact with other individuals on campus and contact their healthcare provider for further guidance. Managers must exercise sanitation/disinfecting processes/protocols for their office.

Managers must maintain employee confidentiality and should assess which coworkers, visitors, and/or vendors have been in close contact with the employee over the past 14 days, as well as what areas of the workplace the employee may have frequented (breakrooms, conference rooms, etc.) in addition to their personal workspace.

Based on the size of the workplace and the potential breadth of exposure to coronavirus, the manager should consider whether an Alternate Work Schedule or Alternate Work Location is necessary for coworkers if an employee's COVID-19 test result is positive. Fellow employees should self-monitor for symptoms.

What constitutes and exposure according to the CDC?

- Individual who has had close contact (< 6 feet) for ≥15 minutes
  - The 15 minute guideline is not all inclusive of all exposure risks.
- Someone coughing directly on an individual for example would constitute a contact even if the time together was brief
- Embracing could also be considered a legitimate contact suggesting a 14 day quarantine

#### **Notifications:**

Upon confirmation an employee, or an employee's family member, receives a COVID-19 positive test result, managers should notify:

- University Compliance and Strategic Initiatives ([wkstyron@tarleton.edu](mailto:wkstyron@tarleton.edu)) and Employee Services ([elopez@tarleton.edu](mailto:elopez@tarleton.edu))
- Fellow employees of possible exposure based on contact assessment above, while maintaining employee confidentiality as required by the Americans with Disabilities Act.

A designated Tarleton representative or contact tracing representative should notify affected visitors and vendors and instruct those employees who came into contact with the sick employee within the 14 day period to go home and self-isolate for 14 days, working remotely if possible.

### **Return to Work:**

In accordance with Tarleton's [Return to Work - Phase 3](#), staffing levels should be increased to 100% and employees are to resume work on campus. As such, all Alternate Work Schedule (AWS) and Alternate Work Location (AWL) agreements will sunset at end of business day Friday, July 31, 2020.

### **Return to Campus Exemption Request**

Employees may be authorized to continue remote work by submitting a [Return to Campus Exemption](#) request to Employee Services. These requests will be reviewed with the appropriate supervisor, up to the respective vice president. Employees will receive a response as soon as possible, to include request for additional documentation and forms as deemed necessary. Both employees and supervisors are responsible for ensuring business continuity and proper stewardship of university and state resources.

The Return to Campus Exemption request is available to employees for the following reasons:

- with increased risk or needing to take extra precautions, in accordance with [Center for Disease Control and Prevention](#) (CDC) guidelines, such as older adults and/or certain medical conditions;
- experiencing school/child care closures related to COVID 19 reason; or
- other circumstances requiring specific details from the employee.

### **Alternate Work Schedule (AWS) / Alternate Work Location (AWL) arrangements**

Employees may also submit for consideration a standard [Alternate Work Schedule](#) (AWS) or [Alternate Work Location](#) (AWL) arrangement, for reasons outside those listed above, or non-coronavirus related. These requests will be vetted through the approval process on the document and employees will receive a response from their supervisor as soon as possible. These requests are temporary and participating in an alternate work location agreement can be terminated at any time by the supervisor or the employee. Both employees and supervisors are responsible for ensuring business continuity and proper stewardship of university and state resources.

1. Alternate Work Schedule (AWS) Agreement
  - a. With supervisor approval, employee may adjust hours within a workday or workweek through the Alternate Work Schedules (AWS) Agreement.
  - b. The *Work Time* section must equal the employed hours for the employee. For example, if the employee is a full time employee (100% effort), ensure the hours outlined total to a 40 hour work schedule.
  - c. Employee will report to work out of his/her respective work/office location.
  - d. Forward the completed and signed agreement to Employee Services.
2. Alternate Work Location (AWL) Agreement
  - a. If an AWS is not feasible, the employee and supervisor should assess the feasibility of an Alternate Work Location (AWL) through the completion of the AWL Agreement.
  - b. Forward the completed and signed agreement to Employee Services.
  - c. The *Proposed Alternate Work Location Schedule* section must equal the employed hours for the employee. For example, if the employee is full time employee (100% effort), ensure the hours outlined total to a 40 hour work schedule.

## **Supervisor Guidance**

Upon receiving a request, supervisors should review the request with the staff member, assess with the factors listed below in mind, and discuss with their division vice president.

- Is the requested work arrangement considered reasonable, given the employee's position and essential job functions?
- How does the requested work arrangement compare with others to ensure fair and equitable treatment?
- Are the operational, supervisory, and staffing needs in the department adequate to ensure proper coverage?
- What has been the team member's performance level, i.e., is the individual in good standing?
- Are the measurements to ensure customer service under this arrangement relevant to the employee's contributions to the department and the University?

Supervisors have discretion to approve/deny alternate work arrangement requests if the arrangement would hinder and/or impact the department's business continuity. Supervisors are responsible for consistently and equitably assessing alternate work arrangement requests.

## **Important**

As you navigate this process with your employees:

1. Remember HIPAA (medical confidentiality) requirements during interactions with employees.
2. Remember your teams and check in with them to make sure they are okay.
3. Minimize face to face meetings during this period. If there is a need to meet, limit meetings to 10 people, or less, and exercise social distancing. Use face coverings if the ability to exercise social distancing is limited.
4. To prevent stigma and discrimination in the workplace, use only the guidance described above to determine risk of COVID-19.
5. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19.
6. It is important to advise the employee ongoing communication and updates should be maintained with the respective supervisor.
7. *Student Employees (hourly and GA)-Supervisors are encouraged to seek meaningful projects their student employees may perform away from the office in the event they need to self-isolate, to include performing projects that may not be part of their current responsibilities but will benefit the department and can be handled remotely. Students working remotely are required to complete an AWL.*

Employee Services may be reached via email at [employeeservices@tarleton.edu](mailto:employeeservices@tarleton.edu) for assistance.

## **Authorities and Forms**

System policy [33.06.01 Flexible Work Arrangements](#)

Tarleton SAP [33.06.99.T0.01 Alternate Work Schedules for Full-Time Employees](#))

[Alternate Work Schedule Form](#)

[Alternate Work Location Agreement](#)